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ABSTRACT

This document serves as a source of friendly, practical, and proven advice about running the elementary school library. The looseleaf notebook format allows for removal of forms for copying and for additional pages. Section 1, "Roles & Responsibilities: You Want Me To Do What? When?" considers the mission of the school librarian, and includes a sample school district philosophy statement. Section 2, "Evaluation: Another Way of Looking at Roles & Responsibilities," explores the place of evaluation in the elementary school library. Section 3, "Time Management: What Do I Do Next?," contains useful tips on efficient administration. Section 4, "Selection, Collection, Development & Circulation," focuses on technical library services. "Weeding & Inventory" are discussed in section 5. Section 6 considers the roles of "Aides & Volunteers." Section 7 deals with "Computers" and explores technology for the library. Section 8, "Teaching Library Skills," presents techniques and sample lesson plans for elementary curricula. Aspects of public relations are considered in section 9, and section 10 reviews some professional resources, listing 61 resources and some promotional materials. (SLD)

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